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Office Memorandum • UNITED STATES GOVERNMENT *15B-2988*

TO : Executive Officer

DATE: 12 May 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 19
4 - 10 May 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 May 1955, TR CC 200-1 - Plates have been printed; collating has been delayed in bindery because of priority requests in Printing and Reproduction Division/IO.

2. Film: - Revision of third draft has begun; no decision on dates for shooting exteriors has been reached; expected first week in June.

3. Red Interpreter - Chief Instructor/WCC has delivered the text for a supplement to the original four volumes. This is to be typed and processed as soon as possible (his request); estimated number of stencils, four-hundred.

4. ISB Career Plans, May 1955 - Twelve complete texts of individual plans and recommendations by respective supervisors have been prepared for review by the OTR Career Service Board.

5. Films for -

- a. One retention film due
- b. Fifty-three loan films due
- c. Eleven loan films sent

6. Attendance at Foreign Language Films -

| <u>Date</u> | <u>Language</u> | <u>Attendance</u> |
|-------------|-----------------|-------------------|
| 5/4/55 | German | |
| 5/5/55 | Spanish | |
| 5/10/55 | Italian | |

25X1

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7. Intelligence Publications - Cover design for the periodical publication, "Studies in Intelligence" has been completed and approved. The layout for final publication is now being prepared.

8. Training Aids for Operations School - []

25X1

a. [] - Reproduction request, for a total of twelve charts. Ten items have been completed to date.

b. []

(1) Reproduction request, for a total of three charts, 100 copies each.

(2) Purchase request, USN training device. No change.

c. Clandestine Methods - [] Work in progress. 25X1

9. Visual Aids Completed during the Week:

a. Operations Support - Design and final production of seven training charts.

b. Project [] - Processed a total of 64 Vu-graph transparencies.

c. DD/TR - Design and drafting of four organization charts, including printing of twenty-five copies each on [] organization. 25X1

d. World Communism - Layout and final artwork of three illustrations (cartoon style).

e. World Communism - Refinished and resurfaced one classroom blackboard, 4 by 10 feet.

f. Office of Scientific Intelligence - Construction of one framed, wall-type, sheeted magnetic display panel, size $2\frac{1}{2}$ by 6 feet.

10. Activities of Map Training Officer -

a. Number of map sheets distributed - 1010

- (1) [] - 1001
- (2) Basic School - 2
- (3) Operations School - 2
- (4) TSS - 5

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b. Completed the composition of the Hydrographic Symbol Book of [] - ready for reproduction.

11. Lesson Plans received this week - None.

12. Overseas requests received this week - Three.

13. Revised Bibliography on Communism - []

An approximate date for the completion of this project cannot be determined until [] has completed the selection of material. There are approximately 500 entries that have been extracted from various bibliographies on the subject.

14. Intelligence Publications - []

[] has selected materials from the "Intelligence Publications Index for July - December 1954." The materials will be used for display at the Intelligence Products Exhibit, BOC. The Library has most of the publications on the shelves, and will procure the additional publications requested.

15. Items of Administrative Interest -

a. [] is currently attending the BOC and [] and [] are in the Operations Support Course.

b. [] has assumed [] duties on the Guide.

c. [] continues on sick leave for an additional three weeks of recuperation.

16. Chief, Instructional Services Branch will be on military leave for the period 13 - 27 May. [] will be Acting Chief during the period.

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